

**Cabell County Schools**  
**Job Description**  
**High School Assistant Principal**

**Position:** High School Assistant Principal

**Supervisor:** Principal

**Salary:** Based on FTE, Degree and Years of Experience

**Length of Employment:** 230 Days

**Qualifications:**

1. Hold and maintain a West Virginia administrative certification for principal in appropriate grade levels.
2. Successful secondary teaching experience required. High school teaching experience preferred.
3. Working knowledge of the duties and responsibilities of the position.
4. Demonstration of leadership in curriculum and instruction, including management of compliance with federal and state policies and procedures.
5. Ability to work cooperatively and effectively with others to work effectively as a member of an educational team.
6. Effective written and oral communication skills necessary for maintaining effective relationships with the school community.
7. Demonstrates self-control.
8. Demonstrates ability to utilize data to improve instruction.
9. Demonstration of proficient skills in:
  - a. Staff relations, including, but not limited to, the development and use of skills necessary to make a positive use of faculty senates, to manage faculty and staff with courtesy and mutual respect, coach and motivate employees and to build consensus as a means of management;
  - b. School community leadership qualities, including, but not limited to, the ability to organize and leverage community initiative, communicate effectively, work effectively with local school improvement councils, manage change, resolve conflict, and reflect the highest personal values;
  - c. Educational proficiencies, including, but not limited to, knowledge of curriculum instructional techniques, student learning styles, student assessment criteria, school personnel performance, evaluation skills and family issues;
  - d. Administrative skills, including, but not limited to, organizational, fiscal, public policy and total quality management skills and techniques.

10. Other qualifications as deemed necessary by the Principal and/or Executive Director of Secondary and Post-Secondary Schools.

**Responsibilities:**

1. Assume full charge of the school in the absence of the principal, subject to the same definitions and limitations of responsibility and authority as the principal.
2. Assist in the supervision, distribution and inventory of textbooks and instructional supplies.
3. Assist in the supervision and evaluation of the faculty and staff, including extra-curricular assignments.
4. Assist in the preparation of reports.
5. Assist in coordinating ancillary services necessary for the operation of the school. These services include, but are not limited to budgeting, transportation, support services, pupil services, health and social services, federal programs and special education.
6. Assist the staff with student relations, staff development, community relations, student discipline, attendance and the instructional program.
7. Implement and administer regulations, policies, and procedures as pertain to student conduct.
8. Manage all aspects of athletics, including scheduling of activities and officials, ordering and inventory of equipment, budgeting, and adhering to all WVSSAC and Cabell County School regulations and policies.
9. Work with coaches on ordering and inventorying athletic equipment.
10. Assist the principal in forming the master schedule.
11. Maintain professional work habits.
12. Assist in arranging for substitute teachers and provide appropriate orientation and evaluation of their performance.
13. Maintain or upgrade skills by working toward self-improvements, reacting favorably to constructive criticism, and attending in-service training and available workshops.
14. Willing to work flexible schedule during the school term and summer.
15. Collaborate with the principal to develop the Strategic Plan.
16. Assist with the management and the leadership of the school's assessment programs.
17. Assist with the hiring of professional employees.
18. Assist with the evaluations of employees, as assigned by the principal.
19. Perform other duties and responsibilities as assigned by the principal.

